UNIVERSITY OF ILLINOIS
RESEARCH PARK
TENANT HANDBOOK AND
BUILDING MANUAL
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ENTERPRISEWORKS INCUBATOR FACILITIES

- Emergency backup generator
- Lunch/vending area
- Atrium and lounge areas
- Shipping/receiving area
- 4 shared conference rooms
- Color printer, copier, fax machine
  - Storage lockers
  - Shared labs with equipment
  - Shared machine shop with equipment
  - Shared server room for co-location
- Bikes racks and shower room
ENTERPRISEWORKS CONTACT INFORMATION

- **Associate Director**
  - Laura Frerichs
  - lfrerich@illinois.edu
  - 333-8324

- **Network Administrator**
  - Jay Geistlinger
  - ghost@illinois.edu
  - 244-9591

- **Facility & Client Management**
  - Karolee Brown
  - kybrown@illinois.edu
  - 244-7742

  *Michelle Morfey*
  - mmorfey@illinois.edu
  - 333-8324

- 2010 EnterpriseWorks Interns:
  - John Li – johnli@illinois.edu
  - Nabeel Ali – nhali2@ad.uiuc.edu
ENTERPRISEWORKS MISSION STATEMENT

Incubator Services
EnterpriseWorks incubator is here to foster the growth of technology oriented businesses that transform knowledge and new ideas into useful products and services that enrich human lives, spur economic development and support the University’s academic mission. The incubator is intended to further the University’s mission by providing a fertile environment for the growth and evolution of start-up businesses based on research originating at the University. EnterpriseWorks is an integrated part of the “seamless system” of technology commercialization resources reporting under the Office of the Vice President of Technology and Economic Development (OVPTED).

Technology Commercialization
EnterpriseWorks provides an environment in which new ideas can be nurtured and developed into successful commercial entities. It facilitates such development by providing startup firms an affordable, high-quality physical environment with laboratory and office space, access to shared equipment, facilities and research services, as well as access to business development services.

Enriching the Academic Environment
EnterpriseWorks enriches the academic mission by acting as a living laboratory where ideas generated in classrooms and laboratories are tested in a real-world environment, often generating further intellectual questions that are brought back into the academic setting for further research and experimentation. In addition, the program also offers opportunities for students to interact with industry through internships and research opportunities. EnterpriseWorks supports the University’s academic mission by helping to attract and retain the best faculty and students.

Supporting Economic Development
EnterpriseWorks spurs the development of a technology-based regional economy by creating jobs and employment that accelerates economic growth throughout the community, thereby supporting the community in the shared goal of furthering regional economic development. EnterpriseWorks is the hub of the Research Park at the University of Illinois and provides a resource center for companies located within the Research Park.
HOURS OF OPERATION AND BUILDING ACCESS

Regular hours of operation are Monday – Friday, 8:30 a.m. – 5:00 p.m., excluding University holidays.

For reduced service days over winter break at least one staff member will be present.

EnterpriseWorks staff will not be present on the following recognized holidays:

There are two entrances to EnterpriseWorks - East and North accessible with I-Card keycard before 7:00 A.M. and after 6:00 P.M.

Weekends and holidays the building is locked with I-card keycard access entrance only.
AFTER HOURS

EnterpriseWorks has developed single points of contact for reporting and resolving data, voice or other emergency problems both during and after normal University business hours.

Tenants experiencing problems with voice or data communications should contact the EnterpriseWorks administration at 217-333-8324.  

After Hours:

- Tenants experiencing problems with voice or data communications (or any facility issue that poses a danger) outside of University business hours should still call 217-333-8324. Please give the answering attendant the following information:

  - **Your name and company**
  - **A contact number at which you may be reached at that time**
  - **A brief description of the problem**
  - **Whether the problem is an emergency or whether it can wait until the next business day**
  - **If you deem the problem an emergency, you will be contacted by a EnterpriseWorks Staff member shortly thereafter and the appropriate measures will be taken to ensure your business will be able to continue.**
UIUC Facility & Services is responsible for daily cleaning and emptying trash in the areas beginning at 11:00 P.M. and ending at 7:00 A.M.

Hallways
Public Bathrooms
Atrium
Kitchen
Administrative Offices
Conference Rooms

The schedule for once a week trash pick up is as follows:

Thursdays – Rooms 200 – 214 & 216, 218, 220, 224, 226(A,B,C)

The schedule for wet mopping is as follows:

The Schedule for once a week vacuuming is as follows:

Tuesday’s – Rooms 110,112,114,116,118,120,122,124,126,128
Thursday’s Rooms – 211,212,213,214,216,218,224,228,229

All conference rooms cleaned, trash emptied, and vacuumed daily
TENANT SUITE MAINTENANCE

Each tenant is responsible for keeping their lab/office clean:

- There is to be **NO FOOD/DRINK** in labs

- You may have food/drink in your office, but it must be discarded daily in common area trash cans in the building, which are emptied daily

  *Do not leave any food items in your garbage cans overnight*

- No wall/floor/room alterations are to be made at the discretion of the tenant

- To have furniture moved in or out or to hang pictures/white boards/clocks or other items, please contact Karolee Brown 244-7742 or Michelle Morfey 333-8324
BUILDING RESTRICTIONS

- Smoking is not allowed in the building and not allowed within 50 feet of the building’s entrances - there are multiple containers available for disposal.
- Alcohol is not allowed unless it is a UIUC sponsored event.
- Only Service Animals are allowed in the building.
KITCHEN AND ATRIUM

The Atrium has seating for 24 people plus with coffee house music, the latest business and technology magazines and newspapers, as well as UIUC wireless access.

The Atrium is open all day long for tenant use.

The kitchen area includes:

- Ceramic coffee cups
- Dishwasher (uses Seventh Generation dishwashing soap)
- Refrigerator
- 2 Microwave ovens
- 1 Toaster Oven
- Soda/Snack Machines
- Coffee and Coffee Condiments
- Plates/Napkins/Cups/Utensils/ and other amenities (all Seventh Generation)

The refrigerator is cleaned out every Friday evening, anything left will be thrown out.

It is everyone’s responsibility to keep all areas clean.
RECYCLE

To help maintain a green facility all tenants are required to recycle

- Cans – container located in the kitchen
- Plastics – container located in the kitchen
- Paper – containers in two locations – second floor in the 230 area – first floor next to copy machine
- COPS – shredding is done onsite – the container is located in 230 on the second floor
- Batteries – container located at the front desk
- Cardboard – container located outside on the dock – please break down all boxes before disposing of them
EnterpriseWorks provides free parking to its tenants

The north lot of EnterpriseWorks is where your employees and guests can park

To obtain an EnterpriseWorks parking pass for each of your employees, see Karolee Brown 244-7742 or Michelle Morfey 333-8324

EnterpriseWorks and Research Park parking lots are used for overflow parking and tailgating during football and basketball seasons – you will need your EnterpriseWorks parking pass to get into the EW lot on these days or you will be charged a $20 fee
I-CARDS/KEYS

I-Card
To obtain a Research Park I-card, please see Karolee Brown, 244-7742 or kybrown@illinois.edu
Please bring your drivers license or state ID
If you ARE or WERE a student at the U of I please let Karolee know

Keys
One key will be assigned to each employee as requested by the employer through Karolee Brown – this requires each employee to sign for their key upon receipt
DO NOT LEND YOUR KEY TO ANYONE OR DUPLICATE YOUR KEY

All keys will need to be returned to Karolee Brown or Michelle Morfey upon vacating the EnterpriseWorks Premise

There is a $100 per room charge to re-key offices/labs
NO DEPOSITS will be returned until all keys are accounted for

ARC Access
For ARC access at the faculty staff rate you will need your Research Park I-card – all you do is show it to the ARC staff and will pay faculty/staff rate. This include day pass entrance for use of the pools.
ARC Suite 1430
201 East Peabody Drive
Champaign, IL 61820
CONFERENCE ROOM SCHEDULING

EnterpriseWorks has 4 conference rooms

- 115 which holds 8 - 10 people (has white board paint on east and north walls)
  - also has LCD TV ready for hook up to any lap top
- 215 which holds 10 - 12 people (has white board paint on east and north walls)
  - also has LCD TV ready for hook up to any lap top
- 220 which holds 12-15 people (has white board paint on west wall)
  - also has LCD TV ready for hook up to any lap top
- 130 which holds up to 25 people (has built in projection, screen, & lap top)
- Atrium which hold up to 100 people (has built in projection, screen, & lap top)

Each room has:
Polycom conference phone
White board paint
UIUC wireless as well as Ethernet

We also have a portable projector available for check out

All of these items can be booked on line at
http://63.168.121.232/resourcebooking/
via our website
www.researchpark.illinois.edu
CONFERENCE ROOMS

Rm 115
Small Conference Room
Seats 6-8 people

Rm 220
Medium Conference Room
Seats 12-15 people

Rm 130
Large Conference Room
Seats about 20 people

Rm 215
Medium Conference Room
Seats 6-8 people
MAIL AND SHIPPING

- Each tenant will be provided a mail box with their company name where incoming mail will be placed daily
- Outgoing (stamped) mail can be dropped off at the front desk
- Outgoing campus mail can be dropped off at the front desk
- All packages arrive and are signed for at the front desk - the appropriate employee at each company will be contacted via e-mail or phone of package arrival
- Each company has the option of obtaining a UPS account for discounted rates - please see Karolee Brown 244-7742 or kybrown@illinois.edu
- **FREE UPS** materials are located by the mail box
- FedEx and UPS have drop boxes located in parking lot to the east of EnterpriseWorks
- EnterpriseWorks also offers a large shipping area on the west end of the building that houses a lift jack, pallet jack, dolly, and two small carts
- For items that are incoming that are large and require a lift gate or dock, please contact Michelle Morfey mmorfey@illinois.edu 333-8324 to make delivery arrangements
Basic networking is provided to all tenant companies at EnterpriseWorks. New tenants of EnterpriseWorks should contact Jay Geistlinger (ghost@illinois.edu / 217-244-9591) to discuss network options before occupying their rooms.

Wired network access is provided via the orange data jacks in all offices and labs in EnterpriseWorks. Wired networking does not require authentication, but tenant companies need to obtain IP’s from Jay before using the network.

Wireless networking (UIUCnet Wireless) is also available throughout the building. Access to the wireless network requires your campus netid. (If you don’t have a netid, please see Michelle Morfey to obtain one). Temporary netid’s can be created for visitors of tenants.
SERVER/CO-LOCATION DATA CENTER

- Co-location data center with redundant power from building generator, cooling infrastructure, FM200 clean fire suppression, door and rack level security, and video surveillance cameras.
- Companies can lease space by the rack U or by the rack (provided by EW)
- One year lease agreements

For information regarding the server co-location facility, please contact Jay Geistlinger at 217-333-8324.

IMPORTANT!!! PLEASE NOTE: The Server Co-Location Facility is an alarmed room – please **DO NOT HOLD THE DOOR OPEN OR USE A KEY TO ENTER THE ROOM** or the alarm will sound – this alarm sounds very similar to the fire alarm – please note the difference and act accordingly
UIUC PHONE SYSTEM

UIUC Telephone features
- Single or multi lines are available. Many features come standard on both single and multi-line telephones. Other features must be requested for a fee.

Voice stations
- **You must provide your own phone** - the line charge is $22.60 per month. The charge applies to both single- and multi-line stations connected individually to the telephone system. **ONE TIME Installation charge:** $50 per line - there is also a **ONE TIME $25.00 fee to move a line within offices/labs**

Extensions
- $3.00 per month. These are single-line stations wired as extensions, which share a telephone number and line with the main station. **Installation charge:** $25 per extension

Feature programming
- $5.00 for single-line telephones, $8.00 for multi-line telephones. Feature programming charges apply when adding, deleting, or changing features on an existing line, such as call forwarding, call pick-up, speed calling, long-distance restrictions, intercom groups, and more.
- Long Distance is the provider of your choice
- Additional information is available at [http://www.cites.illinois.edu/telephone/lines.html](http://www.cites.illinois.edu/telephone/lines.html)
In order to get the telephone service installed in a timely manner, the above information needs to be received in CITES Customer Service as soon as it becomes available. If AT & T is providing the service, the information needs to be received in CITES Customer Service as soon as the order is placed with AT & T. To order AT & T telephone numbers, call the Small Business Center at 1-800-660-3000.

The following information needs to be provided on business letterhead stationery to CITES Customer Service to establish telephone service if the service is requested from SBC:

- Business Name
- Billing Address
- Billing Contact Name and Phone number
- Authorization for UIUC/CITES to bill outside entity for installation and monthly charges
- Campus Location – Contractor Trailer, Campus Building Name, Room Number and Jack Number, etc.
- FEIN number – Federal Employer’s Identification Number
- On-Site/Local Contact Name and Phone Number
- Affiliation with UIUC
- Jack and Room number if line is being activated in a UIUC Building or authorization for installation of a new jack
- SBC Order Number, Telephone Numbers and Due Date

*Long Distance is the provider of your choice*
WHICH PHONE SERVICE SHOULD I CHOOSE?

Both providers offer outstanding service - the differences are the following:

AT & T number -
- You can take it with you upon graduation if it is within the designated geographic area
- Your business is listed in the phone book

UIUC number -
- It WILL appear in the UIUC directory.
- You can not take it with you when you graduate
- Everything else is similar
EVENTS

EnterpriseWorks and the Research Park collaborate to offer many free events, examples:

- Start Up Café - local entrepreneurs share experience, EnterpriseWorks atrium
- Outside at the Research Park - Concert Series sponsored by Fox/Atkins & Krannert
- CEO Forum - Bi monthly - local CEO’s discuss business best operations and practices
- Entrepreneur Training with EIRs teaching and outside speakers
- Fire at Five social hours in the Research Park
- Yearly Research Park intern cookout, awards for outstanding Research Park interns
- Annual April Intern Career Fair
- Eastern Illinois Food Bank Food Drive, Thanksgiving
- Research Park Holiday Toy Drive for Cunningham Children’s Home
- Bring your daughters and sons to work day
- Monthly Software User Group, discuss programming languages and challenges
- As well as many other events - please make sure you are on our listserv to receive all Research Park announcements
Research Park Programming examples in 2010

- Software/Technical User Group (35 Participants)
  4/14 Coffee Script Programming, 5/26 Ruby on Rails Programming
- Luncheon: Serial Innovators in Mature Corporations
- Thursday Tech Theatre: Avatar, Star Trek
- 4th Annual Research Park UI Student Career Fair
  - Prep Training Event: Best Practices in Employing Students
- RP Business-to-Business IT Tech Showcase Luncheon
- E-Waste Student Design Expo
- iCyt, Sony Acquisition Press Conference & Reception
- Annual Research Park Blood Drive
- Take Our Kids to Work Day, Research Park Program for Employees with tour, activities, lemonade entrepreneurship
- Monthly Fire at Five social events
- Outside at the Research Park, Krannert summer concerts
  - 7/16: Nathan Williams and the Zydeco Cha Chas
  - 8/13: Occidental Brothers Dance Band with Samba Mapangala
- Tour de CU Bike Race at the Research Park
- Research Park Ping Pong Tournament
- ADM Executive Dinner with UI Leaders, VPTED
Entrepreneur Programming in 2010

- Tech Startup CEO Roundtable Events
  - 1/18: Recruiting the Right People
  - 3/1: Ismael Roig, ADM VP of Business Development, Large Corporate Merger and Acquisition Strategy for Small Businesses
  - 6/3: Lee O’Neill, New Champaign County Angel Network

- Entrepreneur Training for Startups
  - 1/15: Human Resources Management, Immigration Law
  - 2/18: Tax Issues for Technology Entrepreneurs
  - 3/30: Sales, Marketing and Business Development
  - 5/6: Intellectual Property 101
  - 5/20: Joint Development agreements and Contracting with Industry
  - 6/10: Mergers, acquisitions, Buy-out negotiations

- Startup Café with Mike Folk from The HDF Group

- SBIR Reauthorization Information Session with Senator Durbin and Congressman Johnson’s staff

- Mentors and Investor Meetings
  - 3/12: Steve Burrill, Burrill & Company
  - 4/5: BIRD Foundation Overview, meetings
  - 4/6: Tom Siegel, Managing Director of Shepherd Ventures
  - 4/23: Christopher Michael, Founder of Military.com

- SBIR/STTR Training with Biotech Business Consultants, iBIO
LIBRARY INFORMATION

- The Research Park at the University of Illinois at Urbana-Champaign provides an environment where technology-based businesses can work with the University's research faculty and students to take advantage of opportunities for collaborative research and easy access to University labs, equipment, and services.
- All tenants have the ability to use the full-service University library located within Research Park's I Building located at 1806 S. Oak Street.
- Please see our website for information regarding library services for tenants who reside in the Research Park.

http://www.library.illinois.edu/learn/researchpark.html
ENTREPRENEUR-IN-RESIDENCE (EIR)

- The Research Park at the University of Illinois at Urbana-Champaign provides an environment where technology-based businesses can work with the University's research faculty and students to take advantage of opportunities for collaborative research and easy access to University labs, equipment, and services.
- The EIR will host consulting three days per week with companies at EW in Room 114A.
- Consulting would include general business advice, offering financial strategy suggestions, providing contacts to assist companies as appropriate, referrals to grant programs or other types of funding considerations, helping direct marketing/commercialization strategy.
- Maximum of 4 hours per month per company.
- Hours are by appointment - call or e-mail Michelle Morfey 217-333-8324 or mmorfey@Illinois.edu to set up an appointment.
- 1 week per month, the EIR will host a startup training session with companies at EW.
EIRs are local-experienced entrepreneurs that have commercialized technology, hired to consult startups

- The EIRs provide advice on business development, attracting investment, revenue creation, and engagements with industrial clients. They also provide entrepreneur training on business topics that arise during consultation.
- Helps fill early management guidance for startups and help inventors determine a path for starting their business.

Mentor Management: Harlee Sorkin

- Harlee serves on the Board of Directors of Busey Wealth Management, the Board of Advisors for TEC, Steering Committee for the St. Louis Private Fund, previously was VP of Marketing for Degussa BioActives, and COO of Traco Labs in Champaign (a biotech with successful exit).

Serra Ventures: Tim Hoerr and Dennis Beard

- Tim is CEO of Serra Ventures and also serves as CEO of Cbana Labs and ImmuVen. Tim was CEO of iCyt through 2008, and grew the company from its beginning to eventually employ 54 people. Tim spent 15 years with RSM McGladrey, leading teams of consultants in CA and IL. Tim is also a Shareholder and Vice President of Gameday Spirit, in Champaign, IL.
- Dennis is a Principal with Serra Ventures and also serves as a Partner and CFO for Open Prairie Ventures. Dennis is a CPA and worked as a Manager for PricewaterhouseCoopers, Controller for SLM Aminco, CFO for Segno Communications, CFO and CEO for the Home Recovery Group.

JLT Tech Services: Jed Taylor

- Jed is the Director of Sales and Operations at Pattern Insight. Jed helped attract funding by Venture Investors, an NSF Phase II SBIR award, and product sales to Cisco, Intel, Juniper Networks, Qualcomm, Telllabs, and NetApp. Jed previously worked at Honeywell Aircraft Landing Systems and is a UI grad.
Illini Entrepreneur Center Network Center at EnterpriseWorks

- The IECN program is funded by IL DCEO and administered through the EnterpriseWorks at the University of Illinois.
- IECN is calling for proposals from technology firms to have fall semester-long projects with Illini Business Consulting, the largest fee-for-service student consulting organization in the nation.
  - Awardees would pay only $1,000 to participate, while state of Illinois funding from IECN will contribute $4,000. This is a deeply discounted rate, as IBC – which has conducted over 750 projects for about 500 clients ranging from Fortune 50 firms to start-up companies – usually charges $10,000 per project.
- The IECN challenge grant program helps area firms obtain professional services. The maximum funding available for each individual award is $5,000. Requires a cash match of 100% of the award amount.
  - The purpose of the award program is to assist businesses with high growth potential in obtaining professional services to achieve a significant business milestones such as IP protection, business consulting, marketing, grant writing.
- For more information please contact: Laura Bleill, IECN Coordinator, lbleill@illinois.edu or visit the IECN website www.illiniecn.org
STUDENT INTERNS

- Over 400 students currently work in the Research Park and provide a vital part of the work force
- They provide supplemental research staff workforce with highly skilled graduate and undergraduate students that can be hired on a flexible basis
- Assign meaningful projects to students that use skills from Top University of Illinois Programs. Student interns and research assistant can work on projects year round
- Workforce cost efficiency, intern wages are substantially lower that full time hires
- Improves recruitment of interns to full-time employment after graduation. Interns become pre-trained hires and are familiar with the business culture and structure
- Intellectual property remains with the company
- Optional Research Park Intern Program offers HR administration for companies of interns and GRA positions, including visa documentation
## Student Interns

<table>
<thead>
<tr>
<th>Internship area</th>
<th>Lowest hourly salary reported</th>
<th>Average hourly salary reported</th>
<th>Highest hourly salary reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business planning/strategy/competitive intelligence/market research</td>
<td>$10.00</td>
<td>$17.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Chemistry/chemical engineering</td>
<td>$10.00</td>
<td>$13.90</td>
<td>$21.00</td>
</tr>
<tr>
<td>Computer applications/software development</td>
<td>$8.00</td>
<td>$16.39</td>
<td>$30.00</td>
</tr>
<tr>
<td>Computer networks/hardware</td>
<td>$10.00</td>
<td>$17.50</td>
<td>$25.00</td>
</tr>
<tr>
<td>Electrical engineering</td>
<td>$10.00</td>
<td>$18.20</td>
<td>$30.00</td>
</tr>
<tr>
<td>Finance/accounting</td>
<td>$8.00</td>
<td>$14.31</td>
<td>$20.00</td>
</tr>
<tr>
<td>Marketing/business development/sales</td>
<td>$9.00</td>
<td>$14.33</td>
<td>$20.00</td>
</tr>
<tr>
<td>Mechanical engineering</td>
<td>$8.00</td>
<td>$14.85</td>
<td>$25.00</td>
</tr>
<tr>
<td>Research &amp; development (scientific/technical)</td>
<td>$10.00</td>
<td>$19.00</td>
<td>$29.82</td>
</tr>
</tbody>
</table>

**Average Student Wage (not weighted):** $18.19

### Bargraphs

#### Class Levels Hired

- Freshman
- Sophomore
- Junior
- Senior
- Master's student
- PhD student
- Post-doctoral student

#### Hours Worked During School Semesters

- <5
- 6-10
- 11-20
- 16-20
- 21-40
- >40
ECONOMIC BENCHMARKS

- Each quarter the University of Illinois collects information from EnterpriseWorks and Research Park companies to be reported to the UI Board of Trustees.
- A designee of your company will be contacted by EnterpriseWorks administration to check on the status of each company’s economic growth through employee counts, new grant funding, new product development, and other significant milestones achieved that can be reported.
- Employment data is reported in aggregate, not by individual company.
- Annually EnterpriseWorks conducts a secure online survey of companies to complete a more thorough assessment of economic indicators and impact.
RENEWALS & GRADUATION TIMING

- The typical lease term at EnterpriseWorks is one year and is generally renewable for two additional terms depending upon the progress of the business; however, there is no provision for automatic renewal.

- Ninety days in advance of lease termination, a review meeting is scheduled with the tenant to discuss the general progress towards accomplishing the milestones set out in the business plan.

- The following items are needed at the time of renewal:
  - Balance Sheet/Income Statement
  - Company Benchmarks which include:
    - Grant Information
    - Employee Totals including any students/interns
    - Current and Future Milestones

- Identifying the appropriate time for startup companies to graduate from EnterpriseWorks is handled on a case-by-case basis with each tenant. As a general rule of thumb, it will be time for a company to graduate when one or more of the following conditions have been reached:
  - The company has no continuing need for incubator services.
  - The company has sufficient capitalization to afford space on its own outside EW.
  - The company has 10+ employees and occupies more than 1,500 SF.
  - The company has been acquired by a larger company.
GRADUATION SPACE AFTER INCUBATION

- Contact Masha Trenhaile at Fox/Atkins Development for space options in the Research Park for graduation space, mashat@fox-companies.com
- The Research Park offers several options for “graduation” space
- A new building is constructed every year by Fox/Atkins to always maintain available space options for companies within the Research Park, minimum of 20,000 is kept available
- Space can be custom fit-out for companies in new buildings based on tenant specific needs, a tenant improvement allowance is provided
- The Graduation building opened in January 2009 to provide space for basic lab and office layouts designed for incubator graduates
  - Customized options available, 14’ high ceilings, ample power supply, shipping and receiving area, shared break area and restrooms, shared conference room.
  - Designed for using with 2/3 lab space and 1/3 office space needs
- Leasing options are designed for flexibility to allow tenants to move from EnterpriseWorks to the Research Park at any time. Within the Research the developer has allowed transferability of leases to larger suites to allow companies to grow as needed
RESEARCH PARK WEBSITE

Check out the Research Park website for helpful information:

- Sign up for our tenant LISTSERV - contact Michelle Morfey mmorfey@illinois.edu or 333-8324
- Job board for the Research Park:
  [http://www.researchpark.illinois.edu/resources/jobboard/](http://www.researchpark.illinois.edu/resources/jobboard/)
  - View resumes of job seekers looking for a position in the RP
  - Post Available Positions
  - UA HR can also search for available employees at the University (t-contracts)
- View our Event Calendar
  - [http://www.researchpark.illinois.edu/calendar/](http://www.researchpark.illinois.edu/calendar/)
- View our Newsroom, send us your press releases please
  - [http://www.researchpark.illinois.edu/calendar/](http://www.researchpark.illinois.edu/calendar/)
- Find entrepreneur resources, including presentations, professional referrals
  - [http://www.researchpark.illinois.edu/resources/entrepreneurs/](http://www.researchpark.illinois.edu/resources/entrepreneurs/)
- Please join us on Facebook and Twitter
  - Check out event photos, RSVP for events, post messages, etc...
MTD BUS SERVICE

MTD Bus Service and MyRIDE
- Champaign-Urbana's bus service is available to tenants. This bus service frequently stops near & throughout Research Park. For more information please see the MTD website at www.cuMTD.com
- MyRIDE - a new MTD feature - provides transit information that is tailored to your specific needs. Take a minute to give us a few details about how, when and where you use the MTD and you will see only those routes and information that pertain to you

MTD Research Park Pick-Up
- The Research Park has two MTD pick-up locations
  - The corner of Hazelwood and First (just east of EnterpriseWorks)
  - Oak Street (in front of the Gateway Building)

MyRIDE Features include:
- Bus stops "Favorites" list
- Easily configurable MyRIDE account panel
- Instant traffic alerts, messages, and reroutes sent directly to your mobile phone or email
- Access to newsletters and MTD announcements

Signup Information
- If you choose to receive SMS alerts through MyRIDE, there is a confirmation process that will send you a text message. In that text message is a code to verify we have the correct mobile phone. After the confirmation, you will be prompted to finally enable the SMS alerting feature
- We apologize for the lengthy process but are required by all mobile carriers to follow these procedures
Zipcar Program:

- The MTD has partnered with the cities of Champaign and Urbana and the University of Illinois to introduce a Zipcar car sharing program in our communities. The Zipcar program is in accord with the MTD's continuing mission to lead the way to greater mobility and promote excellence in transportation. Car sharing is yet another way to ensure opportunity and access for community members.
- There are eight cars available for hourly or daily rentals. Two are in the public Neil and Washington parking lot in downtown Champaign, two are on Wright Street between Daniel and Chalmers, two are at Lincoln Square Village near the southeast corner of the building, and two are at the I Hotel and Conference Center at St. Mary's Road and First Street.
- Visit zipcar.com to learn how the Zipcar program works and to join the program. New members from the communities receive a $50 driving credit for their first month of use, and new members affiliated with the University receive a $35 driving credit for their first month of use.

SafeRides:

- The purpose of SafeRides is to provide safe transportation to individuals who are generally traveling alone when no other means of safe transportation are available within the designated SafeRides boundaries. There is a maximum limit of three (3) persons per pick-up location, except at the Illini Union, ISR, and the Main Library at Armory and Wright. SafeRides does not duplicate service already provided by the 22 Illini Route. SafeRides does not provide emergency transportation services to medical facilities, nor does it provide transportation services to bars.
- This depends on where you are, where you want to go, and the hour. From Dusk (7:00P/5:00P) until 6:15A you can use SafeRides by calling 265-7433 anywhere within the designated boundaries provided there are three (3) persons or less at the pick-up location and the trip cannot be completed directly on the 22 Illini Route. Provide the dispatcher answering the following information: your name (first & last), phone number, pick-up location (street address/landmark), and destination. If your trip is within the SafeRides boundaries, the dispatcher will then inform you of a scheduled pick-up time. Expect waiting times of 15 minutes during the week and up to 30 minutes on the weekend when demand is higher. Upon boarding the SafeRides van, the person who scheduled the trip will be required to display their valid pass or pay the appropriate fare to the SafeRides operator. As a courtesy to other SafeRides passengers, please be at the scheduled location when the operator arrives. Upon arriving at a pick-up location, the SafeRides operator will only wait 2 minutes for passengers to board before continuing to the next scheduled pick-up/drop-off location. Calls for SafeRides will be taken until 6:15A for trips to be completed by 6:30A.
NATURAL DISASTERS

Introduction

- Natural disaster can strike at any time, destroying property and lives. Being prepared for natural disaster helps avoid panic and prevents further disaster. This section provides basic information you will need to know to help in preparing for a natural disaster.

EnterpriseWorks Division Guidelines

- Tenants will be notified by EnterpriseWorks staff members when a tornado warning is in effect. The notification will be made via email and telephone.
- You should quickly secure your work area (e.g., close doors and windows, shut down machinery, computers, etc. and move away from exterior doors and windows). Leave a few doors or windows open to equalize pressure variances. Proceed into interior hallways on the lowest floor level possible. **Do not use the elevator.** The northeast stairwell (by rooms 110 and 210), if available, or the first floor men’s/women’s restroom should be used since tornadoes generally follow a southwest to northeast path.
- If outside, seek shelter inside the nearest building and follow instructions previously given.
- Once in a secured interior location, protect your head. Get under a heavy desk, table or other sturdy furniture available, lie flat and put your arms over your head. If possible, cover your body with a blanket or whatever is available.
- EnterpriseWorks will be notified when an all clear has been issued.

Sign Up for Illini-Alert

- The Illini-Alert service sends email and text messages in the event of a campus emergency. It is NOT intended to serve as a vehicle for promotions and marketing communications. These messages are sent by the University of Illinois at Urbana-Champaign in order to communicate information as quickly as possible.
- [https://emergency.illinois.edu/Default.aspx](https://emergency.illinois.edu/Default.aspx)
ELEVATOR ENTRAPMENT

There is one elevator located in the EnterpriseWorks facility. This elevator is serviced regularly to minimize the risk of failure. However, the possibility always exists that an elevator may malfunction. Please use the following guidelines:

- In the event that an elevator stops and you are inside, please activate the alarm button. This will notify other people in the building that something is wrong.
- Do not try to force the doors open or climb out of the elevator on your own.
- Remain calm and attempt to restore confidence in other occupants in the elevator.
- If there is a phone in the elevator and you are trapped, use it to provide EnterpriseWorks personnel and Campus Police updated information. If you are outside the elevator, use a phone to provide EnterpriseWorks personnel and Campus Police updated information.
- If the elevator has stopped or you hear the elevator alarm, notify an EnterpriseWorks staff member (333-8324) during daytime hours. If at night, call Campus Police (9-911).
In the Event of a Fire:
- Leave fire area and close doors
- Actuate nearest wall-mounted fire alarm
- Notify EMERGENCY 9-911 reporting the location of the fire if known
- Evacuate the building, and keep clear of all exits
- Report to Police or Fire Officer if anyone is suspected of being in the building after general evacuation
- Do not use elevators

When Fire Alarm Sounds - Do the Following:
- Evacuate the building quickly even though alarm is suspected to be false
- **NOTE:** It is mandatory for all University buildings to be evacuated upon sounding of the building fire alarm unless a test has been announced
- Do not use elevators
- Do not re-enter the building; keep clear of the evacuated area until authorized by the Fire Officer of Police.
- Fire Do's and Don’ts:
  - Do report the fire - don’t assume someone else will call. Call the Fire Department at 9-911
  - Do activate the nearest alarm box. Know their locations
  - Do close doors - they will slow the spread of fire
  - Do use stairs to vacate the building. Assemble outside
  - Don’t congregate in the stairways - keep to the right and keep going until it is safe to exit. Always move down and out
  - Don’t panic - remain calm. Help is on the way
SHARED LAB FACILITIES

First Floor Shared Lab
- High Performance Liquid Chromatograph
- Gas Chromatograph
- New Brunswick G-25 incubator shaker

Second Floor Shared Lab
- Minus 80 Degree Freezer
- Freezers
- Isotemp Lab Refrigerators
- Ice Maker
- Autoclave
- Spectrophotometer
- Distilled Water
- Dry Ice and regular icemaker
- Ice Chipper
- Spectrophotometer
- Dishwasher
- Analytical Scale
- Reflow Oven
- Sorvall RC-5B Plus centrifuge
- Cary 3E UV-Vis spectrophotometer
- Cary temperature Controller Unit
- Soldering Iron
- Stratalinker
- Glassware washer

When using each piece of equipment, sign-in on the user entry form. EnterpriseWorks Shared labs are accessible by I-card keycard access only. If you hold/prop the door open for more than 30 seconds, an alarm will sound. Please clean up after yourself in these labs.
LAB SAFETY INFORMATION

The UI Division of Research Safety (DRS) is committed to assisting campus units in identifying and managing biological, chemical, and radiological hazards in order to reduce the risk of harm to the campus community and the environment. DRS provides safety services and hazardous waste management at EnterpriseWorks.

Responsibilities
- Develop safety policies
- Develop campus safety and training programs that can be used by EW employees
- Monitor emerging regulations
- Identify compliance requirements
- Maintain liaison with regulatory agencies

Services
- Registration for use of biohazards and recombinant DNA
- Arranging certification of biological safety cabinets
- Programs and assistance for chemical managements, including training
- Annual surveys of laboratory chemical hoods
- Issuing permits for use of radioactive materials
- Registration of laser and x-ray equipment
- Free collection and disposal of most hazardous waste
- Consultation for spill clean up procedures
- Providing general safety training

**DRS is not an emergency response department, if there are spills or incidents, call 9-1-1**
LAB SAFETY

EnterpriseWorks Lab Training Requirements

Each employee in your lab is responsible for completing the basic lab safety training through the DRS online course and provide a certificate of completion to Michelle Morfey for each lab employee. You will need to obtain a net id to use the online course. Karolee Brown or Michelle Morfey can request the net id for you - this process takes at maximum of two days to complete.

Training site: http://www.drs.illinois.edu/training/index.aspx

Designated Lab Manager and Safety Representative

A designated lab manager needs to be identified with contact information for emergencies and also given to Michelle Morfey at mmorfey@illinois.edu. This person will be responsible for monitoring the lab safety procedures. The DRS checklist should be used quarterly to self-evaluate the compliance of the lab.

Lab Safety and Emergency Response Plan

Each lab company at EW must write a lab safety and emergency response plan within one month of occupancy. EW has template forms to be used for this purpose.

DRS Annual Lab Inspections

Yearly inspections will be scheduled for your lab with DRS and their will be follow up with EW staff to make sure all labs remain DRS compliant. Each company needs to complete the DRS lab safety checklist and submit it to EW prior to the visit.

Annual Equipment Certification

DRS will inspect the fume hoods and the safety showers annually in each lab

55 Gallon Limit in Chemical Waste Storage (no exceptions)

The maximum amount of chemical waste per company that is allowed is 55 gallons according to EPA rules.
Companies within the Research Park can currently procure lab supplies through University stores on campus. EnterpriseWorks is establishing a lab supply inventory program that would allow companies to purchase common general lab supplies at EnterpriseWorks. This program will increase operational efficiency for companies by reducing time going to campus for purchasing routine supplies and reduce storage needs for common supplies fast.

We are establishing this program with Fisher Scientific, who will be at EW multiple times a week to keep inventory stocked and help service companies.

Fisher Scientific extends the benefits of the IPHEC/University of Illinois contract to every Research Park/Enterprise Works account to give them the same pricing as University departments.

Monthly billing of inventory would be done by Fisher directly to each company based on inventory that is acquired that month from the EW supply. Each company will need to setup an account with Fisher to participate.

Supplies will kept at EW in the administrative offices. There will be a sign out sheet when something is needed from the inventory, EW staff will get you the item from our secured closet.

Program will start on October 5, 2009 - These items will be available to pick up through Michelle Morfey. If you have not already setup a Fisher account for billing (same as UI rates), contact Tanya at tanya.lisowsky@thermofisher.com.

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3.2.2. SIMPLE Chemical Spill Response

- If the spill does not meet any of the conditions for a Complicated Spill, then it is defined as Simple.
- Follow These Steps to Respond to a SIMPLE Chemical Spill:
  - If possible, close doors and windows to prevent the spread of fumes and vapors.
  - Turn off all potential sources of ignition (Bunsen burners, pumps, mechanical equipment not designed to be spark-proof, etc) if the spilled material is flammable (it may be necessary to turn off power from a remote circuit breaker).
  - Put on gloves, lab coat, apron, eye protection, and other PPE, as necessary.
  - Absorb liquids using absorbent material, preferably sorbent pads or spill pillows. (Avoid using any silica product with hydrofluoric acid. 3M™ Chemical Sorbents work well for most liquids but they do not readily absorb acids).
  - Use sorbent pads to absorb small spills of acids and bases and place them in a bag.
  - Carefully sweep powder spills to avoid contaminating the air with chemical dust.
  - Collect and contain clean-up materials in a plastic container or thick plastic bag and affix descriptive labels.
  - Decontaminate the affected area and equipment (soap and water can be used to clean most surfaces) and ventilate the area, if necessary.
  - Follow the Procedures for Requesting Chemical Waste Disposal in Chapter 8 of the University of Illinois at Urbana-Champaign Chemical Waste Management Guide (http://www.drs.uiuc.edu/css/guidesplans/wasteguide/). If you have questions, contact the DRS Chemical Safety Section via e-mail or call 333-2755.
3.2.1. COMPLICATED Chemical Spill Response

Call 9-911 (METCAD) immediately for all Complicated Spills. A spill is complicated if:

- A person is injured
- The identity of the chemical is unknown
- Multiple chemicals are involved
- The chemical is highly toxic, highly flammable, or highly reactive
- The spill occurs in a public space, such as a corridor
- The spill has the potential to spread to other parts of the building such as through the ventilation system
- The clean up procedures are not known or appropriate materials are not readily available
- The clean up requires a respirator be worn and no personnel have been fit-tested or officially trained to use a respirator (including cartridge respirators)
- The spill may endanger the environment, such as by reaching waterways or outside ground

Follow These Steps to Respond to a COMPLICATED Chemical Spill:

- Evacuate the affected area and alert others nearby to evacuate.
- If possible, close doors and windows as you evacuate the area (open windows can cause fumes and vapors to travel into the hallway).
- Contact METCAD (9-911) and provide the following information:
  - Arrange for someone to meet the emergency responders.
  - Cordon off the area (secure with signs and warning tape, or post staff to prevent anyone from entering the affected area before the emergency responders arrive).